The University of Tennessee Accounts Receivable Write-off Request

| Campus/Unit | Date | |
|--|--|--|
| Department | Department Head (name and title) | |
| Statements or invoices are mailed monthly (for students, at the end o | f the term, then monthly). | |
| A periodic aging of accounts receivable is prepared. | | |
| The aging is reviewed by the department head or designee. | | |
| Invoices with reminders or collection letters are mailed for all past due | e accounts. | |
| Holds are placed on the release of student grades and records and o | n registration for course work. | |
| For delinquent amounts over \$25,000, a list of these accounts is sent | to General Counsel for their consideration. | |
| After six months, an external collection agency is used for all past due | e accounts totaling \$50 or more. | |
| Our justification for not using a collection agency is | | |
| Note: Accounts of students who are currently enrolled should not be written o | ff. | |
| The attached list includes accounts receivable that have proven to be uncolled ny department. The reasons for write-off are summarized below: | tible. Detail to support the write-off is filed in | |
| | Total from Attachments | |
| accounts returned by a collection agency | \$ | |
| ankruptcy of the debtor legally declared | | |
| Accounts over three year's old | | |
| Accounts under \$50 over six months old either with incorrect address or billed at least three times, including collection notice | | |
| Accounts owed by companies no longer in business | | |
| udgments over six months old | | |
| Residual amounts under \$2.00, including student account receivable | | |
| Credit balances to report as Unclaimed Property (attach separate detail sheet) | | |
| Other (please explain) | | |
| | | |
| TOTAL NUMBER OF ACCOUNTS IN WRITE-OFF TOTAL DOLLAR VALUE OF WRITE- | -OFF \$ | |
| The total shown above is to be written off using GL 105000 on accounts receivable (A/F | R) fund | |
| Approved by (Department Head)* | red/Approved by (other designee, if required) | |
| Reviewed by (Campus Business Officer or designee) | | |

*If the department head is directly involved in recording and collecting accounts receivable, his or her supervisor should approve these write-offs.

ACCOUNTING INFORMATION: ON PAGE 2, PLEASE DETAIL COST CENTERS/OTHER FUNDS TO WRITE OFF ACCOUNTS RECEIVABLE AND RETURNED CHECKS THAT DO NOT HAVE A RELATED ALLOWANCE FOR DOUBTFUL ACCOUNTS.

DISTRIBUTION: THE ORIGINAL FORM AND A COPY OF THE ATTACHED LIST OF ACCOUNTS TO BE WRITTEN OFF SHOULD BE SENT TO THE CAMPUS/UNIT BUSINESS OFFICE. THE APPROVED FORM AND LIST SHOULD BE FORWARDED TO THE CONTROLLER'S OFFICE FOR RECORDING.

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COMPLETE THE SCHEDULE BELOW IF THE ACCOUNTS RECEVABLE FUND HAS NO ALLOWANCES FOR DOUBTFUL ACCOUNTS.

Allowances for doubtful (ADA) are recorded by credits to GL 105011 on Accounts Receivable funds. Use the ZALEDGER transaction in IRIS to determine if an A/R fund has an ADA recorded. If ZALEDGER shows no amount for 105011, the Controller's Office needs further information to complete the write off entry. Please list the name of the appropriate fund(s)/cost center(s) to be debited in the first column, the IRIS fund/cost center number in the second column, the GL account in the third column and the amount in the fourth column below. If no information is listed, the fund on page one will be debited using GL 105011 provided a balance is available. The following is an example of a situation requiring additional fund/account information.

[A returned check (A/R) fund has had no allowance for doubtful accounts credited to GL 105011 and requires a write-off. In such a case, the debit (charge) should be based on the fund/cost center credited (e.g., the original "I" or "E" cost center credited when the deposit was recorded.) The original fund(s), GL's and amounts credited would be listed in the schedule below.]

| Fund or Cost Center | Fund or Cost Center | Fund Element/ | |
|---------------------|---------------------|---------------|--------|
| Name | Number | GL Account | Amount |
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